

*DR 1125-2-301

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CELMS-CO-OP

Regulation
DR 1125-2-301

1 April 1994

Plant
PLANT REPLACEMENT AND IMPROVEMENT PROGRAM
STANDARD OPERATING PROCEDURES

1. PURPOSE. This regulation establishes policy, responsibility and standard operating procedures for acquisition or improvement to items of plant and provides procedures and instructions for acquisition or improvement to items of plant from the time of the initial programming of requirements, to the time actual delivery has been made.

2. APPLICABILITY. This regulation applies to all staff elements within the St. Louis District which initiate requests for acquisition or improvement to Revolving Fund owned plant.

3. REFERENCES.

a. ER 1125-2-301, Plant, Revolving Fund, Plant Replacement and Improvement Program, 1 May 1989.

b. DIVR 1-1-3, Administration, Digest of Delegated Authorities, 02 Mar 1989.

4. EXPLANATION OF TERMS.

a. Base Effort. Items which are classed as top priority and have been contracted for, purchased or obligated during previous or current fiscal years, and which require expenditures during future fiscal years. All items incorporated in the base effort shall be listed numerically by relative priority. All items shall be appropriately identified with estimated cost.

*This regulation supersedes DR 1125-2-301, dated 29 January 1985

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b. Incremental Items. All other items. These shall be listed by numerical priority. The first priority number in this group shall be a continuation from the last number in the base effort group.

c. Budget Year. The next fiscal year for which estimates (funding allocations) are submitted.

d. Subsequent Year. The fiscal year immediately following the Budget Year.

e. Major Items. Those which require submittal to the Office of Management and Budget and the Committees on Appropriations for approval.

f. Revolving Fund. A fund established by law to finance a cycle of self-perpetuating, business-like operations in which revenues received for providing goods or services are retained to cover costs of operations and to maintain the principal of the fund.

5. GENERAL. Acquisition or improvement of plant is accomplished on a fiscal year basis. Timely submittals of all information and reports required by staff elements are essential to assure completion of work scheduled in that fiscal year. All administrative action to be accomplished within the District in connection with the Plant Replacement and Improvement Program (PRIP) shall be completed in accordance with the PRIP Submission and Execution instructions. The Chief, Plant Section shall be responsible for the overall administration and coordination of the PRIP.

6. PRIP SUBMISSION.

a. The following timetable will be adhered to from initial programming until submission of PRIP to LMVD;

15 Jan	Chief, Plant Section, shall notify all staff elements to submit proposed Budget Year Items, plus 4 subsequent years items in priority format on LMS Form No. 610. Each item will be identified as Base Effort or Incremental Items.
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- 15 Feb Chief, Plant Section shall arrange a meeting of representative staff elements to determine the District priority of Budget Year Items.
- 15 Mar Budget Year Items are forwarded to LMVD.
- 01 Sep Budget Year item approval forwarded from LMVD to SLD.
- 15 Sep St. Louis District PRIP, plus 4 subsequent (or outyears) will be submitted to LMVD for approval.
- 01 Oct Approved PRIP will be forwarded from LMVD to SLD.

b. Branch and Section Chiefs shall be responsible for submitting the necessary forms and information to the Chief, Plant Section, for the requested and approved PRIP items. The cost of an item must exceed \$15,000 to qualify as a PRIP item.

7. PRIP EXECUTION. Execution will be as follows:

a. PRIP funds will be received quarterly on a financial allocation document (FAD).

b. District elements receiving funding in a quarter will be notified by Chief, Plant Section.

c. DA Form 3953, Purchase Request and Commitment, will be prepared and forwarded thru CELMS-CO-OP, CELMS-RM-F to CELMS-CT as soon as possible. Failure to requisition within the quarter funded could result in deletion of the item from the program and reprogramming of the funds. Plant Section will stamp and authorize amount of expenditure of the funds and withdraw one copy of DA Form 3953 for the PRIP file.

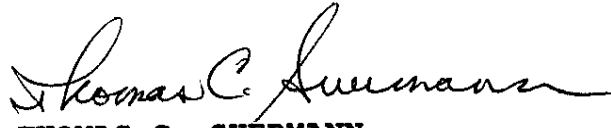
d. All Purchase Documents will be routed by CELMS-CT thru CELMS-CO-OP to the requisitioning element. In no instance will CELMS-CT exceed the authorized amount of a PRIP item either by original purchase or amendment thereto, unless approval is obtained from CELMS-CO-OP. Any Corps employee either causing or allowing his/her organization to overrun its allocation will be considered as contributing to any resulting statutory violation and subject to related penalties.

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e. Within three working days of receipt of item, a receiving memo will be prepared. A copy will be sent to the Plant Section.

8. PRIP REVISIONS. Revision to the PRIP can be accomplished by Plant Section any time after the initial approval providing funds are available and there is sufficient time in the fiscal year to obtain authority and effect procurement.

9. STATUTORY LIMITATION. A dollar limitation and the total accrued expenditures for the Corps PRIP has been established. With the implementation of a statutory limitation on total Corps Revolving Fund capital expenditures, any expenditures in excess of this limit become a statutory violation as serious as over obligation of regular appropriated funds and subject to the same penalties.



THOMAS C. SUERMANN
COL, EN
Commanding

DISTRIBUTION:
8 plus Service Base
CELMV-IM-O (2)
CELMS-IM-P (2)
AH